

From: Executive Director  
Sent: Wednesday, November 07, 2007 4:20 PM  
To: +All HQ Employees  
Subject: Building Update - November 7, 2007

We have been advised by the Department of General Services (DGS) that as owners of the building, they have retained their own outside consultants to investigate the 450 N Street headquarters building and the indoor air quality issues and remediate where necessary. Yesterday, we received DGS's draft plan of action and we have sent it to our consultants for review. Both DGS and the BOE are also inviting the SEIU's and Mr. Perez' consultants to participate in the investigation process. We will keep you advised as things evolve.

In the meantime, you can help too. I have been soliciting information from employees about water intrusion related issues in our headquarters building for some time now. A few employees have responded and I appreciate that. These observations will be forwarded to the consultants.

Some employees, however, have requested anonymity in the reporting process. While we think it is important for the consultants to know who you are in case they want to interview you about your observations, we believe it is more important to get the information about the building even if it is anonymous. Therefore, I am attaching a survey form that will also be posted on the Building Assessment webpage, which you can complete and turn in without identifying yourself by simply mailing it to MIC 63.

I understand the frustration of the many inconveniences some of our employees have had to endure. Your continued patience and remarkable professionalism is appreciated.

Thank you for taking the time to fill out the attached form.

ATTACHMENT

[Occupant Survey](#)